

Professional and Managerial Branch
Miscellaneous Professional Group
Community Development Series

GRANTS PLANNER

11/91

Summary

Under general supervision, coordinates, evaluates and supervises the research, development and implementation of grant projects; performs related duties as required.

Typical Duties

Participates in the planning and research of grants for the City; interprets research data for determining program eligibility; consults with government and private agency officials and community representatives concerning projects; develops project scopes and budgets; coordinates the preparation of grant reports; researches and assists in writing grant applications; reviews agency billings, consultant and contractor billings, audit reports, and other reports; reviews subrecipient activities and expenses for compliance with project scope, contracts and regulations; develops and administers contract requirements for subrecipients; oversees grant-funded contracts.

Coordinates public hearings and meetings; the preparation and distribution of materials for meetings; provides technical assistance to non-profit agencies carrying out grant projects; reviews proposals and makes recommendations for appraisals, reviews other contractual services; analyzes and obtains required permits for grant projects; conducts formal land acquisition proceedings; analyzes project budgets, change orders or scope changes; reviews construction plans and estimates for compliance with project scope, contracts and regulations.

Minimum Qualifications

Training and Experience: Completion of a Bachelor's Degree in Public Administration, Business Administration, or a related field and two years of professional experience in community planning, grants administration, or project management or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and techniques of planning, research or program administration; considerable knowledge of budgeting techniques; and good business management principles.

Ability and skills necessary to understand and interpret regulations, contracts, manuals, and proposals affecting grant projects; to communicate both orally and in writing; and to maintain effective relationships with others; ability to supervise personnel, as assigned.

Physical Requirements: Mobility within an office and field environment; operation of a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head